

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



March 8, 2004

ALL COUNTY INFORMATION NOTICE NO. I-13-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY WELFARE-TO-WORK COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: U. S. DEPARTMENT OF LABOR (DOL) WELFARE-TO-WORK (WtW)  
GRANT PROGRAM MATCHING FUNDS STATE LEVEL SHIFT

The purpose of this All County Information Notice (ACIN) is to inform you of the process used by the California Department of Social Services (CDSS) to ensure that the Fiscal Year (FY) 2003/04 WtW Grant Program Match Allocation (WtW Match Allocation) was fully expended by the December 2003 claiming quarter. It was necessary to accelerate the full expenditure of these funds due to DOL's rescission of the WtW Grant Program federal funds, which went into effect on January 23, 2004.

CDSS selected CalWORKs codes specific to WtW Grant Program allowable activities to shift the WtW Match Allocation. Not all counties had expenditures in Program Code (PC) 620, WTW Pre-Assessment, and/or PC 624, WTW Assessment, to shift to PC 642, Federal WtW Grant Program Matching Funds as outlined in County Fiscal Letter (CFL) No. 03/04-43. As a result, CDSS adjusted the FY 2003/04 WtW Match Allocation to expend the match. Any adjustment to your WtW Allocation is reflected as an increase/decrease to your FY 2003/04 CalWORKs Single Allocation. The combined total of your FY 2003/04 CalWORKs Single Allocation and your WtW Match Allocation did not change.

In lieu of salaries and benefits, CDSS shifted bottom line expenditures via State Use Only (SUO) Code 063, SUO-Adjust CalWORKs WTW to WtW Allocation, which decreases the CalWORKs WTW federally funded expenditures, and SUO 064, SUO-Adjust WtW Match from CalWORKs WTW, which increases the WtW State funded expenditures.

As specified in CFL No. 03/04-43, for the March and June 2004 quarterly County Expense Claims, any encumbered costs for the WtW Match Allocation shall be claimed to PC 642, which is now funded 100 percent federal TANF funds, under the CalWORKs Single Allocation.

If you have any questions regarding this ACIN, please contact the Fiscal Systems Bureau at the following e-mail address: [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

***Original Document Signed by  
Margie Chan on March 8, 2004***

MARGIE CHAN, Acting Chief  
Fiscal Systems and Accounting Branch

c: CWDA